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NFAC Promotion Criteria

The National Foreign Assessment Center promotion policy will accord with Agency personnel objectives

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The primary criterion for promotion of NFAC employees will be their ranking as determined by the NFAC Comparative Evaluation System used to evaluate performance, qualifications and value to the Agency. Additional considerations affecting promotion are:

- Potential to assume greater responsibilities.
- Availability of a suitable position at the appropriate grade level either at the time of promotion or in the foreseeable future.
- Time in grade. Although there is no minimum time in grade, it is a factor to be considered in preparing promotion rankings.

The primary constraint on promotion is the headroom available as indicated in the "Career Service Grade Authorization" issued monthly by the Office of Personnel.

MEMORANDUM FOR: NFAC Office Directors

ATINTL

FROM :
Associate Director-Management
National Foreign Assessment Center

SUBJECT : Comparative Evaluation: The Three-Percent List

1. The DDCI has directed that (a) each career service establish minimum targets for annual promotions by grade and (b) three-percent lists be used to sustain the promotion rates where attrition is not adequate to do so. Since it is possible that adverse personnel actions could be necessary to create promotion headroom, future three-percent lists will assume an importance beyond previous such lists.

2. Each component (office, group, etc.) will rank annually all professionals GS-07 through GS-15 within its career subgroup ~~who have been in the Agency at least one year~~ according to the following schedule:

GS-07/08 -

GS-09/10-

etc.

The NFAC Comparative Evaluation Form will be used by each career subgroup panel to arrive at the initial ranking of all professionals. The result then will be reviewed by each panel for consistency and uniformity in the application of criteria. The panels will also group ranked employees according to the ranking categories (HP, MD, VC, SS and LP). ^{? Can you be more specific} At the conclusion of these evaluations, each Career Service Panel will forward

their results to the Secretary, NFAC Career Service Board, using the attached format.

3. As part of the above new requirements, an NFAC Performance Review Panel will be established (a) to review the lowest ranked professionals; (b) to develop a single Center-wide list by the above grade groupings of those employees who should be identified as falling within the lowest three percent of all Center employees ranked; and (c) to submit its findings to the NFAC Career Service Board for approval.

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4. The three-percent lists normally will be by grade groupings. In the event adverse actions are necessary without regard to grade [redacted] the Performance Review Panel would be convened to develop an NFAC master list from these three-percent lists.

5. The NFAC Performance Review Panel will be comprised of five members designated by the Chairman, NFAC Career Service Board. Membership will consist of a member of the NFAC Career Service Board as chairman, plus four other senior officers from the components. The Chief, NFAC Administrative Staff, will serve as Executive Secretary.

6. As a follow-on step to the above rankings for ^{value and} potential, each Panel will rank professionals annually for promotion according to the schedule in paragraph 2. The criteria and procedures for ranking for promotion will be issued separately.

Attachment

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NFAC NOTICE NO.

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NFAC PERFORMANCE REVIEW PANEL

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1. Agency policy requires the comparative ranking of employees to identify employees whose performance and potential are low in comparison with other employees. NFAC is also required to develop a list of employees who rank in the bottom three percent of those ranked. These rankings will be done annually by grade groupings, as follows:

GS-07/08

etc.

In order to ensure that the employee is adequately protected in this process, an NFAC Performance Review Panel is hereby established.

2. The Panel will review the record of the lowest ranked employees and from this review recommend to the NFAC Career Service Board for approval those employees to be placed on a three-percent list of lowest ranked professionals.

3. Under the provision employees appearing on the NFAC three-percent list will be notified of the low ranking, the reason for it, the availability of counseling to assist any effort to improve ranking, and the consequence of low ranking in a consecutive year. Upon notification of low ranking in a second consecutive year, the administrative action may include additional counseling, reassignment, downgrading or separation. STATINTL

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